

**OFFICE OF FACULTY & STAFF LABOR RELATIONS  
LABOR RELATIONS ASSOCIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** University of Connecticut, Storrs, CT

**Hours:** 40 hrs / wk Monday – Friday 8am – 5pm

**Salary:** Commensurate with Training & Experience

**Closing Date:** April 30, 2015

**Position Overview:** Reporting to the Director and Assistant Director of Labor Relations, the Labor Relations Associate will support the University's labor relations functions, primarily those associated with the negotiation and administration of the University's collective bargaining agreements and related State and University policies and regulations. This position is responsible for providing advice and guidance to academic deans, directors, department chairs, administrators, faculty and supervisors regarding the interpretation and application of the various collective bargaining agreements and university policies that govern personnel including matters involving discipline and dismissal, promotion and reappointment, leave administration and others. The Labor Relations Associate will support labor negotiations with various collective bargaining units, and coordinate disciplinary hearings, grievance conferences and other proceedings between departmental administrators and union officials.

**General Knowledge:** Bachelor's degree in human resources, labor relations, business or public administration or related field.

**Special Knowledge:** Considerable knowledge of collective bargaining, contract administration and interpretation, relevant State and Federal laws, regulations and guidelines; Knowledge of personnel administration, affirmative action.

**General Experience:** Three (3) years of experience in public sector personnel administration; Outstanding organizational skills, excellent oral and written communications skills; Ability to work as a member of a team, share information and communicate openly; Strong interpersonal skills and demonstrated commitment to creative, innovative solutions.

**Preferred Skills and Ability:** A juris doctorate degree from an accredited law school and admission or eligibility for admission to the Connecticut Bar is strongly preferred; A graduate degree in business or public administration; Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, and related State personnel statutes, policies and procedures; Labor relations experience in a unionized institution of higher education, government agency or similar organization; Experience developing and/or presenting workshops and related training sessions.

**Special Experience:** Negotiating experience; Working experience with Microsoft Office applications.

**Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting.)**

This is a full-time position. The University of Connecticut offers a competitive salary and outstanding benefits. For additional information regarding the Office of Faculty and Staff Labor Relations, please visit: <http://lr.uconn.edu/>.

**Application Instructions:** Applicants interested please submit a cover letter, resume, and contact information for three work-related references. It is preferable that one reference be from the immediate supervisor. Please apply on-line using the University's Husky Hire applicant system at <http://jobs.uconn.edu>. Please reference Search #2015397. Anticipated start date is early June 2015. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

**UConn**  
**Office of Faculty and Staff Labor Relations**  
**LABOR RELATIONS ASSOCIATE**  
**Storrs, CT**  
<http://www.jobs.uconn.edu>  
**Search #2015397**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.